

# LONDON BOROUGH OF ENFIELD APPLICATION FOR FREE SCHOOL MEALS

Please return to:

Pupil Benefits Service  
PO Box 56  
Civic Centre  
Silver Street  
Enfield  
EN1 3XQ

This form should be returned to the  
Pupil Benefits Service by:

Please read all information carefully before completing the reverse side of this form.

## Who is Eligible?

Free School Meals can be awarded to children who attend a state maintained school on a full time basis.

In order to be eligible the parent/carer should be in receipt of one of the following:

- ⇒ Income Support
- ⇒ Income Based Jobseekers Allowance
- ⇒ Employment and Support Allowance (IR)
- ⇒ Assisted as an Asylum Seeker under part VI of the Immigration Act 1999
- ⇒ Child Tax Credit **only**, and have an annual income of less than £16,190
- ⇒ The guaranteed element of State Pension Credit.

Please note that if you are in receipt of Working Tax Credits you **will not** be entitled to free school meals for your child/children **unless** your entitlement to Working Tax Credit is being paid to you in the four-week period after your employment has ceased or you have started to work less than 16 hours per week. If this is the case then a free school meal can be provided for that four-week period once you provide your Tax Credit Decision Notice from HMRC.

## How to Apply.

Please complete this form in **black ink** and using block capitals. You should ensure that you have signed the form and then post it straight to the Pupil Benefits Service at the address at the top of this form. Unfortunately any forms that are not signed will be returned and will lead to a delay in the free school meal being given.

## Is Evidence of Benefit Entitlement Required?

You do not need to provide evidence of your benefit when you submit this form. We will check your entitlement to a free school meal using the Department for Education's Eligibility Checking Service (ECS). You must ensure therefore, that all the details that you give on the form are accurate and clearly written. Occasionally we might write to you to request certain evidence.

For more information about Free School Meals please contact 020 8379 5367.

FOR OFFICE USE ONLY			
Start date:			
Signed:		Dated:	

**DETAILS OF PARENT(S) OR CARER(S)** (if two people are maintaining a household as husband and wife, whether married or not, details are required from both people)

**MOTHER**

Surname  Mrs/Miss/Ms

First Name

National Insurance No.

Date of Birth

NASS Reference (where applicable)

**FATHER**

Surname

First Name

National Insurance No.

Date of Birth

NASS reference (where applicable)

**ADDRESS:**

Postcode  Tel.

**IS THIS A FIRST APPLICATION?** YES  NO

**Who has parental responsibility of the child/children named below?** Mother  Father  Both

**PUPILS:** Please give below details of children for whom you are claiming free school meals

Surname	First Name	Date of Birth	Boy/girl	School

**DECLARATION TO BE SIGNED BY BOTH PARENT(S) OR CARER(S) (AS APPLICABLE)**

I/We confirm that the information given on this form is true and complete. I/We accept that you will retain my details to check ongoing eligibility for free school meals and that you may:

- Use this information to prevent and detect fraud
- Share this information with other departments who deal with public funds
- Write to the Home Office to verify information.

I/We will inform the Pupil Benefits Service at once if my entitlement stops and I/We will pay for any meals taken from the date on which my entitlement to benefit ceases.

I/We understand that I/We may be prosecuted if I/We give any false information or fail to notify the Pupil Benefits Service when benefit stops.

I/We give the Pupil Benefits Service permission to verify my claim for Free School Meals from the records of other Council Departments and the Department for Education's Eligibility Checking Service.

Signed

Date: \_\_\_/\_\_\_/\_\_\_

Signed

Date: \_\_\_/\_\_\_/\_\_\_